

U.S. Bankruptcy Court
Helpful Hints and Reminders

When using bankruptcy petition software:

- Please alter your settings so that if you are creating one image for all schedules and statements, it contains bookmarks [Collier currently does not have this capability - so you must create separate images and use them as attachments to the petition].
- Enter creditor names last name first for individuals.
- The face page of the petition should reflect only the last four digits of the debtor's SSN.
- The electronic petition should include /s/ signature for both attorney and debtor, and the date.

At Case Opening:

- At case opening, if the debtor has both a physical and mailing address, the mailing address is the one that must be entered into the computer.
- Enter the debtors full SSN into the computer.
- If opening a Ch 13, the plan must be docketed as its own separate event.
- After case opening, remember to go back and upload the .txt version of the matrix.
- Form 21 - the SSN verification should be e-mailed to the court immediately after case opening. This document can be emailed with /s/ signature of debtor, but counsel must retain original signed copy. Email this document to: ecf_orders@akb.uscourts.gov.
- Forward to the court the original signed copy of the LBF 37A or LBF 37B(for corporations) form which must be signed by both the debtor(s) and counsel before the case is opened electronically.
- Forward to the court a complete set of the petition and all schedules and statements so they can be forwarded to the trustee. Remember to do this if you take advantage of the 15 day filing deadline for schedules as well.

When Filing Pleadings:

- Make sure you are using the correct docketing code, from the correct category.
- Bankruptcy and Adversary menu items may be used interchangeably. If you do not find something listed in one category, look in the other.
- When entering a new party to a case - do not enter any address information.
- You are **ALWAYS** required to check the box on the attorney/party relationship screen. If you wish to be removed from email service later, you may file the (paperless) event called "Request to be Removed from Email Service"
- When picking up the .pdf image, right click to open prior to submitting so verify you are sending the correct pleading.
- Please remember to create your linking. When you see the screen asking if your document relates back to something - the answer is generally yes (usually the underlying motion, or objection if you are responding).
- White text boxes require information to be filled in by you. If you see a white text box in your entry, the court is looking for you to provide some information. Please insert the required language into the text box.

When Filing Claims

- Leave the search field **blank** when searching for a creditor
- If you do not see the name you are looking for, follow the link to add the creditor.
- If you see the name you are looking for, but the address is incorrect, follow the link to add the creditor again with the correct address.
- For attorneys - if you see the name you are looking for, but wish the address to be reflected c/o yourself, please follow the link to add the creditor again.